
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Health Department

Current Classification:

Pay Grade: 16

Title: Sanitarian in Training

Non-Exempt

Fulltime

Supervisor: Director of Environmental Health.

II. ASSIGNED DUTIES AND TASKS

Position overview:

Under general supervision of the Environmental Health Director, this position assists the department in assuring public health protection through environmental health standards

Employees assigned to this full-time, 40 hours per week position must possess a comprehensive understanding of environmental health issues and will be responsible for performing technical and professional duties and responsibilities in the following programs: on-site wastewater, subdivision review, licensed establishments, junk vehicles, public water supply, septage disposal, public health emergency response, food and water borne disease investigation, and general sanitation complaints.

This position has an entry level salary that will increase upon successful completion of the 1040-hour probationary period and will require obtaining Montana Registered Sanitarian status within that period. Benefits include membership in the Montana Public Employees' Retirement System, currently an elective health/life insurance plan, and a variety of elective benefits.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. INSPECTIONS

- Inspects restaurants, day cares, schools, youth homes, trailer courts, motels, jails and other establishments or public facilities to ensure compliance with state and local regulations.
- Issues septic permits and conducts inspections.
- Inspects public water supply systems.
- Conducts site evaluations for individual sewer system installations; assesses soils to determine suitability for sewage treatment and filtration; conducts groundwater tests, evaluates site testing data submitted by consultants and engineers; approves and evaluates alternate and experimental sewage treatment systems.
- Reviews plans for subdivisions and certificates of survey and conducts on-site inspections of proposed developments to ensure compliance with state water quality and subdivision regulations.
- Conducts investigations of food, water and animal borne disease outbreaks; interviews victims, evaluates control methods and enforces relevant state regulation

- Investigates public complaints and conducts field surveillance of environmental health violations. Conducts enforcement to ensure compliance with health regulations

B. OTHER DUTIES AS ASSIGNED

Perform other duties as may be assigned from by supervisor

III. KNOWLEDGE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working knowledge of the principles and practices of food and waterborne disease control, communicable disease control, epidemiology and environmental health. Working knowledge of the theories, principles and practices of air and water pollution control, air and water quality, environmental monitoring and compliance inspections. Working knowledge of soil science, sewage treatment, public water systems, lab techniques, safe laboratory practices and procedures. Working knowledge of bacterial analysis of water samples. Working knowledge of hazardous materials response policies and procedures.

Strong problem solving, analytical skills, and organizational skills are essential. Must be knowledgeable and have the ability to understand and interpret local, state and federal regulations and guidelines as pertain to environmental health issues. Strong interpersonal and communications skills necessary to work with various levels of the public. Working knowledge of business English, spelling, punctuation and math. Working knowledge of modern office practices, machines, and procedures. Excellent presentation, communication and executive skills; team building and analysis skills preferred. Self-starter; detail oriented.

Education and Experience

Minimum of a bachelor's degree in environmental health from an accredited college or university. Or an equivalent bachelor's degree, as determined by the Montana Board of Sanitarians, including a minimum of 45 quarter or 30 semester hours in the physical and biological health sciences with specific courses in chemistry, microbiology and biology.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's License

Certification by Montana Board of Sanitarians as a Registered Sanitarian in Training

Must take and pass Montana Board of Sanitarians examination within 12 months of hire. This position requires a valid Montana driver's license. Must travel extensively throughout the county for investigation, inspection, review, enforcement, and public education activities. Periodic travel outside of county and/or state required for educational conferences, professional meetings, public hearings, etc

IV. ACCOUNTABILITY

The Sanitarian in Training works independently within established time schedules for food service, public accommodations, trailer courts, water quality, septic permits and inspections, subdivision water and sewer approvals, and other duties. Ability to perform detailed work with a high degree of accuracy. Ability to multi-task, prioritize projects and meet deadlines and maintain confidentiality in written /verbal information; ability to work independently

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by the Director of Environmental Health.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding department of environmental health.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle or feel. The employee is required to frequently reach with hands and arms. On a regular basis, the employee is required to talk or hear. Requires occasional physical exertion. Requires walking or climbing over rough uneven surfaces.

The employee must occasionally lift and/or move up to 10 pounds; moving. Requires exposure to laboratory chemicals; toxic and hazardous materials. Will require occasional use of protective clothing and equipment. Requires travel to remote sites, scheduled weekend work and exposure to extreme weather conditions.

The position requires the following special vision requirements: close vision (clear vision at 20

inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.